



Campsbourne Primary School

MINUTES OF THE GOVERNING BODY MEETING

Held on 24 September 2019 at 6:30pm

Membership:

Position	Name	Initial	Appointment Date	Term End Date
LA Governor	James Langley	JL	05/12/2016	04/12/2021
Parent Governors	*Marion Groshong	MG	24/11/2015	23/11/2019
	*Gladys Merceron	GM	21/11/2018	20/11/2020
Staff Governor	VACANT			
Co-opted Governors	James Barten	JB	08/12/2016	07/12/2020
	Eleanor Jones (Chair)	EJ	19/09/2018	18/09/2022
	David Libbert	DL	15/09/2016	14/09/2020
	*Stuart Parker	SP	15/09/2016	14/09/2020
	*Rachel Roberts	RR	26/02/2018	25/02/2022
	Brij Sharma (Vice Chair)	BS	14/09/2017	13/09/2021
	Owen Cheshire	OC	12/12/2018	11/12/2022
Associate Members	Anita Jakhu	AJ	11/07/2019	10/07/2023
	Alex Heywood	AH	11/07/2019	10/07/2023
Headteacher	Jonathan Smith	HT	Ex officio	

*Asterisk denotes absence

Also in attendance: Felicity Baird, Clerk (HEP)

PART 1

1. WELCOME; APOLOGIES

- 1.1 The Chair welcomed all to the meeting.
- 1.2 Apologies were received from MG, GM, SP, RR, and were noted by the Governing Body (GB).

2. DECLARATIONS OF INTEREST, PECUNIARY OR OTHERWISE, IN RESPECT OF ITEMS ON THE AGENDA

- 2.1 There were none.

3. GOVERNING BODY ADMINISTRATION

- 3.1 The Governing Body (GB) unanimously voted that EJ remain as Chair for a further academic year.
- 3.2 The GB unanimously voted BS as Vice Chair for the academic year.
- 3.3 It was noted that changes to the Scheme of Delegation had been made the previous year; these had been previously approved. The Scheme of Delegation for 19/20 was therefore APPROVED.
- 3.4 The Governor Code of Conduct was received by all Governors, signed by all present and returned to the school for filing.
- 3.6 The annual Declaration of Interest form was completed by all Governors present.

ACTION: Those Governors not present at the meeting to contact school to arrange signing of Code of Conduct and annual Declaration of Interest.

- 3.6 Governor contact information was confirmed for addition to the school's Single Central Register (SCR).
3.7 It was reported that JM had resigned as a Staff Governor. An election was to be held. It was further reported that JP had resigned as an Associate Governor.

4. MINUTES OF THE PREVIOUS MEETING AND MATTERS ARISING

- 4.1 The Minutes of the previous meeting held on 11 July 2019 were APPROVED as an accurate record, were signed by the Chair and returned to the school for filing.

Matters Arising:

- 4.2 (4.7) It was noted there had been difficulty for some in accessing the google training feedback doc.
4.3 (5.2) The Link Governor roles had been discussed at the Governor Away Day but had not yet been discussed with SP, and needed discussion prior to finalisation. Governors needed to decide their Link Gov roles. It was AGREED that the Chair and SP would liaise.

ACTION: SP and Chair to liaise regarding Link Governor roles.

- 4.4 (6.42) It was noted that changes had been made to the budget on after-school numbers, plan of site works, and staffing. The revised budget would be looked at in the next meeting.

ACTION: Budget – add as agenda item for next GB meeting (Clerk)

- 4.5 (4.1.3) The HT suggested it would be useful for Governors to read the letter (to parents highlighting the school's approach to the statutory requirement to delivering SATs tests) in conjunction with the survey to see if they link.

Q: Has the school's place changed with regard to testing?

A: HEP has advised that the statutory expectation now is that all children in Y1 pass Phonics, unless they have a significant cognitive impairment.

The Chair noted that the GB had talked previously about making interventions as broad as possible and suggested that the GB should host a coffee morning once the letter had gone out to families.

ACTION: GB to agree the letter regarding statutory requirements of delivering SATs tests then circulate/agree a date for the coffee morning.

- 4.6 (4.2.2) Finance Governor Profile: This was **carried forward**. Governors were asked to write a short profile about who they are for inclusion in the school's newsletter.

ACTION: Governors to write a short profile about who they are for inclusion in the school's newsletter.

- 4.7 (4.4.3) Add BAME to agenda as a standing item

ACTION: Clerk to add BAME to agenda as a standing item.

5. CHAIR'S ITEMS

- 5.1 The Headteacher's appraisal panel was AGREED as the following: Chair of GB; DL; School Improvement Partner.

- 5.2 The Chair was asked to redistribute the SATs survey.

ACTION: Redistribute SATs survey to GB. (Chair)

- 5.3 An update to the Vision/Values document was required. It was AGREED that the Vice Chair would circulate a redraft for GB agreement via email, which the Headteacher (HT) would subsequently add to the newsletter.

Q: Is the vision/values document displayed around the school?

A: It is in the reception area.

- 5.4 It was noted that the Collective Worship Policy contained lines regarding a prayer room on the school site.

6. HEADTEACHER'S ITEMS

- 6.1 The HT asked for the GB's approval to terminate the EnergyKidz contract. This was AGREED IN PRINCIPLE. It was hoped that the in-house after-school provision would begin in the Spring term (February 2020).

6.2 The GB reviewed the After-School Club policy with new admissions criteria.

Q: Would there be staffing cover if someone was ill?

A: Yes, from within the staff group.

Q: Would the club be covered in terms of safeguarding in this instance?

A: Yes. Staff involved in the after-school club (ASC) have or are in the process of being trained in the required/relevant safeguarding, H&S, first aid, food training.

The HT noted that the school could not take any more than 100 in the ASC. The GB discussed the ASC policy, ASC fees, possible discounts to fees, and payment expectation. It was noted that the fees for the ASC were based on the results of a benchmarking exercise and that the school just covered its costs for the club.

The GB AGREED that:

- a. The fees for the ASC should be £12 per child, £10 for siblings;
- b. Discounted fees would be provided, at the HT's discretion, to families facing economic disadvantage. Discounted fees would be 50% of the full fee: £6 per child & £5 per sibling;
- c. That the commitment to a club was a TERMLY commitment;
- d. Payments for holiday club would be required in full, in advance;
- e. Holiday club price would be £35 (reduced by 50% for those eligible – ultimately the HT's decision);
- f. Breakfast club price was increased from £3/£2 to £4/£3;
- g. That in the interests of fairness to all families, all should have to reapply to clubs at the start of each year;
- h. The HT would send a letter to families about the ASC policy;
- i. Admissions to ASC/other clubs for mid-year admissions would be at the discretion of the HT.

ACTION: HT to send letter to families about the ASC policy.

6.3 The Chair asked the HT to look into how to get the school more online resources for updating their details (an annual requirement). The HT agreed to liaise with the school office about how this could be done.

ACTION: HT to liaise with school office regarding annual update of families' details and how this could be done electronically.

6.4 Attendance: The GB APPROVED a letter from the HT to parents detailing Haringey LA's attendance expectations, following an amendment to clarify that a session counted as half a day.

6.5 The GB APPROVED the installation of a plaque commemorating Emma Clarke (a British footballer, considered to be the first known black women's footballer in Britain, who played a key match in Newlands Field, opposite the school).

6.6 The following policies were presented to the GB for ratification and were APPROVED:

- a. Acceptable Use (KS1 & KS2 & Parents & Staff, Governors, Volunteers) Policy
- b. Assessment for Learning Policy
- c. Collective Worship and Assembly Policy
- d. Critical Incident Policy
- e. Family Friendly Policies
- f. Feedback Policy
- g. Fire Safety Management Policy
- h. FMSiS Best Value Statement
- i. Governor Monitoring Visits Policy
- j. Redeployment and Redundancy Procedures for Schools
- k. Safer Recruitment Policy & Procedures
- l. Disciplinary Procedure and Code of Conduct (statutory policy)
- m. Safeguarding and CP (statutory policy)
- n. Statement of Behaviour Principles (statutory policy)
- o. Support Staff Capability Policy (statutory policy)
- p. Teacher Appraisal Policy (statutory policy)
- q. Sustainability Policy & Objectives

- 6.7 It was noted that the School Emergency Plan required the foreword to be edited. Following this, the policy was RATIFIED.

Q: Is the school raising awareness of training with staff?

A: Staff are aware of how to carry out drills. Lock Down drills do have to be introduced.

- 6.8 It was noted that the Allegations Against Staff policy was to be deleted as it was covered elsewhere.

7. ASSESSMENT DATA

- 7.1 The HT reported that the school had moved over to a new system for analysing data, but there were some errors within it currently.
- 7.2 EYFS results in GLD were average, however, there were dips in PSE/physical development. Specific areas of learning stayed broadly the same. To address EYFS data, the school had recruited a new member of staff who was an Early Years' expert, and the new leadership in this area would build a solid foundation, with big improvement therefore expected in the provision.
- 7.3 Y5 Writing data was reported as a concern. Teachers were aware and interventions were in place. The school was in the process of analysing the assessment data to delve deeper into the cause of the issue in the subject.

7.4 BAME

The school had identified all its BAME children, and identified all BAME children that were behind (these numbers are particularly high in Years 4 – 5). Teachers were to look at these children individually, to ascertain why they were struggling, and to address any previously unknown issues that arose. Structured 'achievement for all' conversations were taking place for 2 children in each class. The GB was informed that the Reading Club was helping to increase reading amongst those that were not previously reading regularly.

Q: What are the approximate numbers of BAME children underachieving?

A: 20 in Y5, however it should be noted that there are also a high level of SEN children in Y5.

- 7.5 It was reported that Y6 and Y2 data was very good.

8. CURRICULUM AND LINK ROLES

- 8.1 See para 4.3, under Matters Arising.

9. HEALTH & SAFETY

- 9.1 SP was assigned as the H&S Link Governor.

10. GOVERNOR VISITS / GOVERNOR TRAINING

- 10.1 The Chair reported she had completed 2 online training sessions. It was noted that signing up for training was much easier as it could be done via GovernorHub. The Chair was to look at whole-GB training options. The HT agreed to circulate a link for safeguarding training.

ACTION: Circulate link for safeguarding training to Governors. (HT)

11. ITEMS AND TIME OF NEXT MEETING

12. DATE AND TIME OF NEXT MEETING

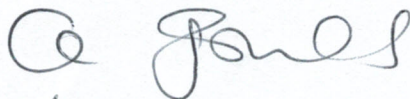
- 12.1 Governors were invited to attend a book look prior to the next GB meeting, which was scheduled to take place on 30 October at 6:30pm. The next meeting would have a humanities focus.

13. ANY OTHER BUSINESS

- 13.1 It was AGREED that dates were to be circulated for a Pay Committee to be convened.

There being no further Part 1 matters, this section of the meeting closed.

SIGNED:



CHAIR OF THE GOVERNING BODY

DATE:

1 / 11 / 19

ACTION LIST

ITEM	ACTION	ASSIGNED TO
3.6	Those Governors not present at the meeting to contact school to arrange signing of Code of Conduct and annual Declaration of Interest.	GOVERNORS NOT PRESENT AT SEPT GB MEETING
4.3	SP and Chair to liaise regarding Link Governor roles.	SP/EJ
4.4	Budget – add as agenda item for next GB meeting	CLERK
4.5	GB to agree the letter regarding statutory requirements of delivering SATs tests then circulate/agree a date for the coffee morning.	ALL
4.6	Governors to write a short profile about who they are for inclusion in the school's newsletter.	ALL
4.7	Clerk to add BAME to agenda as a standing item.	CLERK
5.2	Redistribute SATs survey to GB.	CHAIR
6.3	HT to liaise with school office regarding annual update of families' details and how this could be done electronically.	HEADTEACHER
10.1	Circulate link for safeguarding training to Governors.	HEADTEACHER